



**FRANKLIN COUNTY CHILD  
SUPPORT ENFORCEMENT  
80 East Fulton Street  
Columbus, OH 43215**

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Assistant 2  
(Non-Bargaining) **PCN:** 081001

**DEPARTMENT:** Administration **P. R.:** N12

**REPORTS TO:** Susan Brown, Director

**RESPONSIBILITIES:** Research and prepare briefings and fact sheets regarding public policy issues related to Child Support. Prepare various reports regarding structure, function and trends in program operations. Review Agency processes and protocols; create and maintain databases to analyze effectiveness of current processes.

Prepare training and presentations for the Director. Assist in writing grants, proposals and other document for Agency initiatives and projects. Maintain Director's schedule, screen calls and emails. Proofread and draft routine documents.

**MINIMUM QUALIFICATION:** Associate's degree in business administration or related field with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience. **PREFERRED QUALIFICATIONS:** Bachelor's Degree in Public Administration, Social Work, Sociology or other Social Science field of study, with one – three (1-3) years of experience in a government agency or private social service agency or program; or any equivalent combination of education and experience.

**STARTING SALARY:** \$20.34/hour, plus a comprehensive Benefits Package.  
180 Day Probationary Period

**DATE POSTED:** Thursday, July 7, 2016

**DEADLINE TO APPLY:** Wednesday, July 20, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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